

ThinkQuest TRIO Internet Challenge

Director Approval Instructions 2009



Oracle Education Foundation (OEF) now hosts the ThinkQuest TRIO (TQT) competition on OEF servers and TQT is using OEF's registration system. *You may notice the name change. Previously, the website competition was TRIO ThinkQuest (TTQ) but it is now called ThinkQuest TRIO (TQT).* ThinkQuest TRIO is an educational website competition for Secondary TRIO programs.

NOTE: Due to this change, you **need to re-register** your program for this year's competition even if you have registered with us in the past or this year for PhotoEssay or MediaQuest.

To Begin:

To begin the enrollment process, your program must enlist a Coach. The Coach acts like the Program Contact in the past; the Coach enrolls the program first and then registers teams. The registration instructions are different this year; there are significant changes (but not difficult) in the registration process. We have provided detailed instruction/steps below to help new and old coaches move through the process easily.

The Basics to Know:

1. An assigned staff member goes to <http://trio.thinkquest.org/> to enroll as a coach.
2. The *Director must **APPROVE** the coach and **SIGN** an online agreement. (Signing is simple entering in a name on an online form – see Director Instructions)
3. The Director waits for an approval **email. NOTE: This can take up to seven days after signing the agreement online.

*You can be the Coach and the Director at the same time

**If you are the Coach and the Director, you can use the same email account.

Other things to know:

1. Coaches have their own log-in information in order to manage each team.
2. Each team receives their own log-in so they can upload and manage their project.

NOTE: Visuals for all steps to enroll are below.

FREE Support: Although the process is managed by OEF, we at UW TRIO Training are committed to supporting TRIO staff and students throughout the process. If at any time you need support, **please call 206-543-9288 or email tquest@u.washington.edu.**

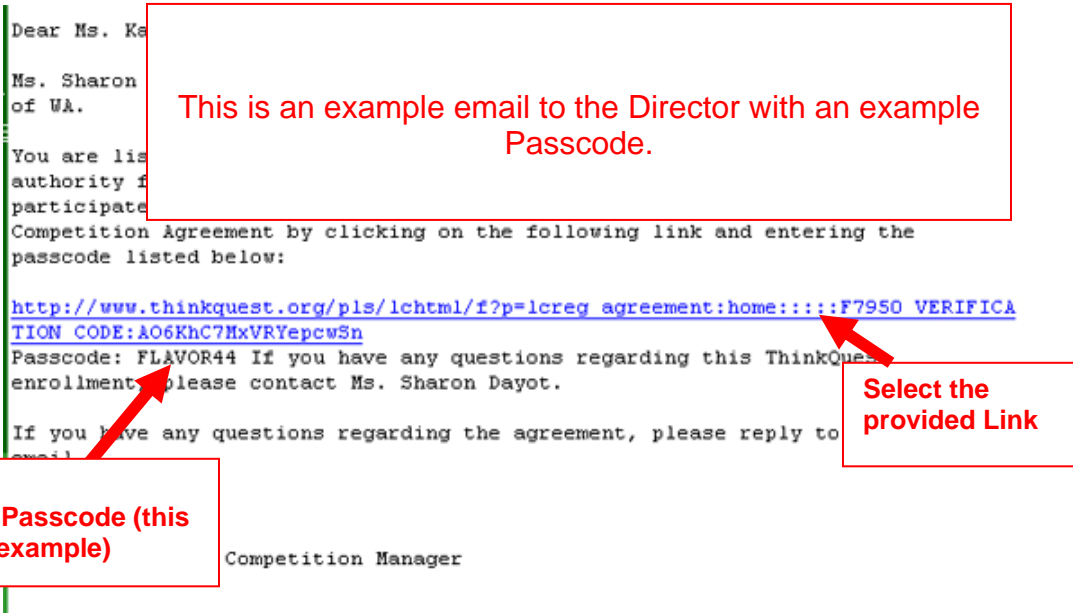
Best to you and your students! We are confident you will find ThinkQuest TRIO (TQT) an amazing and rewarding activity for your students, your program, and yourself.

By the time you, as the Director, act to “Approve” a TQT enrollment, your coach will have gone through several steps in the process.

The process for you as the Director will be:

1. You will receive an email
 - The email contains a Passcode and a link.
 - You will copy and paste the Passcode in a textbox after opening the link.
2. You “Accept” the TRIO Quest Agreement

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1. The Director must copy the Passcode, open the link, and paste the Passcode in a textbox.

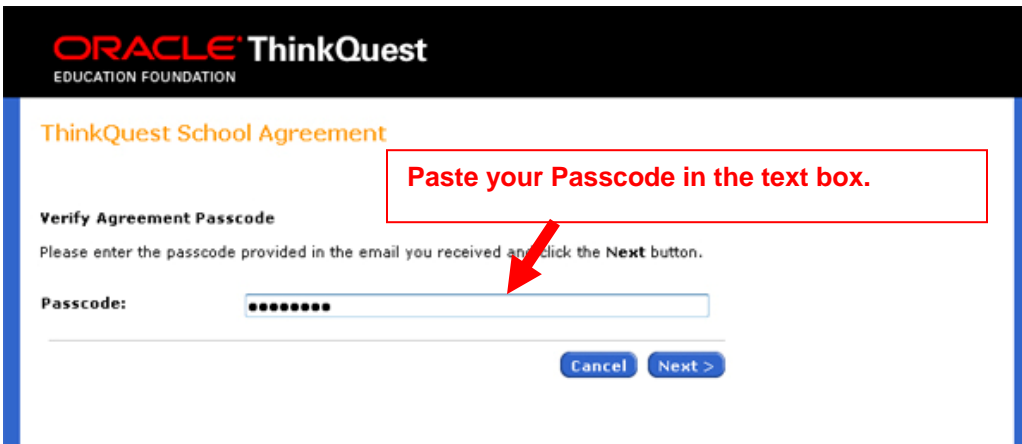


The screenshot shows an email from the Competition Manager. The email text includes: "Dear Ms. Ke...", "Ms. Sharon of WA.", "You are lis...", "authority f...", "participate...", "Competition Agreement by clicking on the following link and entering the passcode listed below:", a blue hyperlink "http://www.thinkquest.org/pls/lchtml/f?p=icreg_agreement:home::::F7950 VERIFICATION_CODE:A06KhC7MxVRyepcwSn", "Passcode: FLAVOR44 If you have any questions regarding this ThinkQuest enrollment, please contact Ms. Sharon Dayot.", and "If you have any questions regarding the agreement, please reply to email...".

Annotations with red boxes and arrows:

- A box at the top center says "This is an example email to the Director with an example Passcode." with an arrow pointing to the email content.
- A box on the right says "Select the provided Link" with an arrow pointing to the blue hyperlink.
- A box on the left says "Copy Passcode (this is an example)" with an arrow pointing to the passcode "FLAVOR44".

Competition Manager

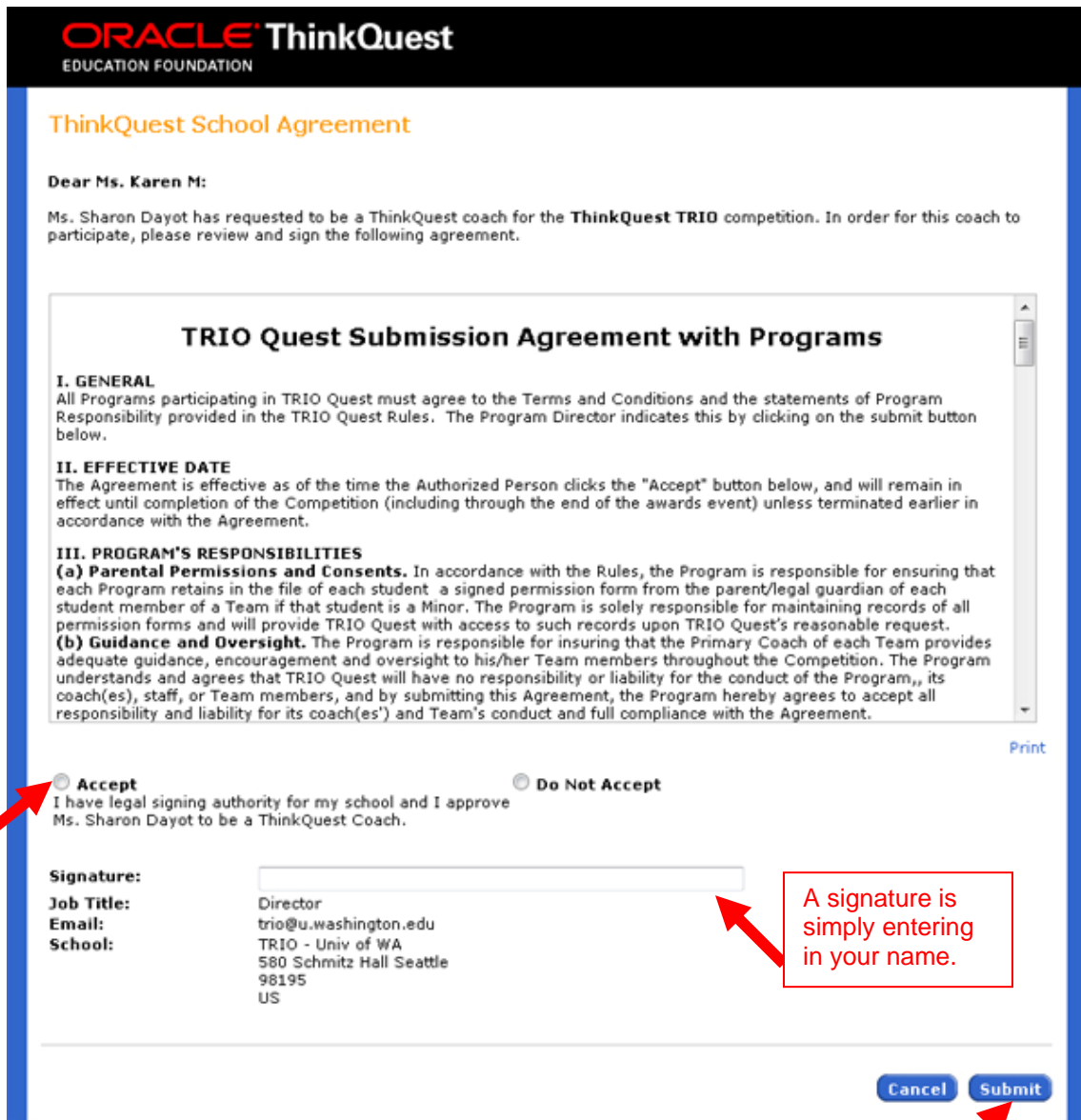


The screenshot shows the Oracle ThinkQuest Education Foundation "ThinkQuest School Agreement" verification page. The page title is "ThinkQuest School Agreement" and the sub-header is "Verify Agreement Passcode". The instructions read: "Please enter the passcode provided in the email you received and click the Next button." Below this is a "Passcode:" label followed by a text input field containing seven dots. At the bottom are "Cancel" and "Next >" buttons.

Annotations with red boxes and arrows:

- A box at the top right says "Paste your Passcode in the text box." with an arrow pointing to the passcode input field.

2. Next the Director must accept the TRIO Quest Agreement (essentially agreeing to follow the rules) and provide a signature.



ORACLE ThinkQuest
EDUCATION FOUNDATION

ThinkQuest School Agreement

Dear Ms. Karen M:

Ms. Sharon Dayot has requested to be a ThinkQuest coach for the **ThinkQuest TRIO** competition. In order for this coach to participate, please review and sign the following agreement.

TRIO Quest Submission Agreement with Programs

I. GENERAL
All Programs participating in TRIO Quest must agree to the Terms and Conditions and the statements of Program Responsibility provided in the TRIO Quest Rules. The Program Director indicates this by clicking on the submit button below.

II. EFFECTIVE DATE
The Agreement is effective as of the time the Authorized Person clicks the "Accept" button below, and will remain in effect until completion of the Competition (including through the end of the awards event) unless terminated earlier in accordance with the Agreement.

III. PROGRAM'S RESPONSIBILITIES
(a) Parental Permissions and Consents. In accordance with the Rules, the Program is responsible for ensuring that each Program retains in the file of each student a signed permission form from the parent/legal guardian of each student member of a Team if that student is a Minor. The Program is solely responsible for maintaining records of all permission forms and will provide TRIO Quest with access to such records upon TRIO Quest's reasonable request.
(b) Guidance and Oversight. The Program is responsible for insuring that the Primary Coach of each Team provides adequate guidance, encouragement and oversight to his/her Team members throughout the Competition. The Program understands and agrees that TRIO Quest will have no responsibility or liability for the conduct of the Program,, its coach(es), staff, or Team members, and by submitting this Agreement, the Program hereby agrees to accept all responsibility and liability for its coach(es') and Team's conduct and full compliance with the Agreement.

Print

Accept
I have legal signing authority for my school and I approve Ms. Sharon Dayot to be a ThinkQuest Coach.

Do Not Accept

Signature:

Job Title: Director
Email: trio@u.washington.edu
School: TRIO - Univ of WA
580 Schmitz Hall Seattle
98195
US

A signature is simply entering in your name.

Cancel Submit

